



Sheila Raheja
Institute of
Hotel Management

Affiliated to the University of Mumbai

ATTENDANCE SHEET OF COLLEGE SC/ST COMMITTEE
MEETING HELD ON 13TH SEPTEMBER 2023

Sr. No.	Name	Designation	Capacity in which representing SC/ST Committee	Signature
1	Mr. Conrad D'Souza	Principal	Chairman	
2	Dr. Ajaykumar Meshram	Assistant Professor	Coordinator	
3	Mr. Manoj Kamble	Assistant Professor	SC Teaching Representative	
4	Mr. Vaibhav Gaikwad	Librarian	SC Non-Teaching Representative	
5	Ms. Deepali Darekar	Head Clerk - In charge	Administrative Staff	
6	Mr. Vighanesh Sushvilkar	Student	SC Student Representative - Student Council	





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SRIHM/ SC-ST/2023-24/01

30th August 2023

NOTICE

SUB: COLLEGE SC/ST COMMITTEE MEETING

The First Meeting of the College SC/ST Committee for the Academic Year 2023-24 will be held on 13th September 2023 at 4.30 pm at the 5th Floor Library – Sheila Raheja Institute of Hotel Management – Raheja Education Complex Bandra, East to conduct the following business.

AGENDA:

1. To introduce & welcome new members to the reconstituted SC/ST Committee.
2. To read and confirm the Minutes of the College SC/ST Committee meeting held on 19th January 2023.
3. To apprise the members about the Importance, Duties and Responsibilities of SC/ST Committee as per norms laid down by University Grant Commission & University of Mumbai.
4. To create awareness about the existence of the SC/ST Committee among students and staff.
5. Any other matter with the permission of the Chair.


Conrad D'souza
Chairman





MINUTES OF THE MEETING OF THE COLLEGE SC/ST COMMITTEE

The First Meeting of the College SC/ST Committee for the Academic Year 2023-24 was held on 13th September 2023 at 4.30 pm at the 5th Floor Library – Sheila Raheja Institute of Hotel Management – Raheja Education Complex Bandra, East to conduct the following business.

The following members were present: -

1. Mr. Conrad D'souza – Chairman
2. Dr. Ajaykumar Meshram - Coordinator
3. Mr. Manoj Kamble – Member
4. Mr. Vaibhav Gaikwad – Member
5. Ms. Deepali Darekar – Head Clerk
6. Mr. Vighanesh Sushvilkar - SC Student Representative - Student Council

The quorum was present for the meeting.

Agenda point No. 1

To introduce & welcome new members to the reconstituted SC/ST Committee.

The Chairperson introduced & welcomed all members. The SC/ ST Coordinator started the meeting with the permission of the chair.

The following members were appointed to the SC/ST committee.

1. Mr. Conrad D'souza – Chairman
2. Dr. Ajaykumar Meshram - Coordinator
3. Mr. Manoj Kamble – Member
4. Mr. Vaibhav Gaikwad – Member
5. Ms. Deepali Darekar – Head Clerk
6. Mr. Vighanesh Sushvilkar - SC Student Representative - Student Council

All members agreed to take up their designated roles and responsibilities to assure the smooth functioning of the committee.

Agenda point No. 2

To read and confirm the Minutes of the College SC/ST Committee meeting held on 19th January 2023.





The Co-ordinator Dr. Ajaykumar Meshram read the minutes of the meeting held on 19th January 2023 and after the brief discussion the members passed the following resolutions.

Resolution No. 1

Be it & it is hereby resolved to confirm the minutes of meeting held on 19th January 2023.

Actions to be taken: Approved minutes to be signed by all the members.

Agenda point No. 3

To apprise the members about the Importance, Duties and Responsibilities of SC/ST Committee as per norms laid down by University Grant Commission & University of Mumbai.

Mr. Conrad D'souza apprised all members that the SC/ST committee is a very important committee in the college. Mr. Manoj mentioned how this committee has a direct resemblance of the privileges that our founding fathers have given the less fortunate in our Constitution.

All the members were informed that as per norms laid down by University Grants Commission & University of Mumbai, it is mandatory for institutes to constitute SC/ST committee for the prevention of atrocities.

To apprise the Members about Duties and Responsibilities of SC/ ST Committee as per norms laid down by University Grant Commission & University of Mumbai.

All the members present were explained the guidelines laid down by University Grant Commission & University of Mumbai. After discussion queries were answered by the Chair.

The members made a note of the same.

Agenda point No. 4

To create awareness about the existence of the SC/ST Committee among students and staff.

Instructions were given by the Chairman to all committee members to disseminate information about the existence of the committee to all staff and students of the college. Instructions were given to all members to look for guidelines, notices, schemes and information related to conduct of the committee.

The Scheduled Caste (SC) and Scheduled Tribes (ST) Committee promotes interests of SC/ST students and guides them to achieve their dreams by utilising the benefits of the schemes offered by the Government of India.

Ms. Deepali Darekar was asked to release a Circular for the benefits of the students. Also to identify eligible students and help them to fill the form for scholarship.





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Agenda point No. 5

Any other matter with the permission of the Chair.

Ms. Deepali Darekar informed the committee that 4 students from our college received scholarship from the state government (MAHADBT) last Academic Year.

Mr. Manoj suggested conducts remedial coaching classes, life skills, personality development programs, and interactive sessions to develop the personal, social and academic issues faced by the students belonging to SC/ST category.

Chairman & all members discussed the above point.

As there was no other matter to discuss, the committee members noted down the instructions and the meeting ended with a vote of thanks to the chair.

The next meeting of the SC/ST committee will be held in December 2023.


Conrad D'souza
Chairman

